



Township of East Garafraxa
Council Meeting Agenda
Meeting to be Held Electronically/Virtually
Tuesday, April 25, 2023 at 2:00 P.M.
[Zoom Meeting Registration Link](#)

1. Opening of Meeting

2. Added Items (Late Submissions – If Any)

3. Approval of Agenda

Recommended Motion:

BE IT RESOLVED THAT: The agenda be approved as circulated.

4. Disclosure of Pecuniary Interest and General Nature Thereof

5. Approval of Minutes

5.1 Council Meeting Minutes for April 12, 2023

Recommended Motion:

BE IT RESOLVED THAT: Council do hereby adopt the minutes of the Regular Council Meeting held on April 12, 2023, as circulated.

5.2 Business arising from Minutes

6. Public Question Period 2:10 p.m.

*Questions to be sent by email to Jessica Kennedy, Clerk at jkennedy@eastgarafraxa.ca no later than Monday, April 24, 2023, at noon.

7. Delegation(s) / Presentation(s)

Nothing at this time.

8. Public Meeting(s)

Nothing at this time.

9. Unfinished Business

9.1 **Westside Secondary School**

9.1.1 Commencement Ceremony Donation Request

Recommended Motion:

BE IT RESOLVED THAT: Council do hereby approve the Westside Secondary School Commencement Ceremony donation request in the amount of \$150.00.

9.2 Senior of the Year Award

9.2.1 Nominations for the 2023 Ontario Senior of the Year Award. Deadline for Nominations is April 30, 2023

10. Public Works Department

Nothing at this time.

11. Treasury and Accounts

11.1 Bills & Accounts

Recommended Motion:

BE IT RESOLVED THAT: Bills and Accounts be paid in the amount of:

General \$ 1,041,143.34

Roads \$ 56,157.46

12. Planning Department

12.1 Addressing Planning Department Capacity

12.1.1 Staff Report dated April 17, 2023

Recommended Motion:

BE IT RESOLVED THAT: Council

1. Publish Service Level Standards related to the Planning Department.
2. Investigate transferring the Building Department permit reviews from the Consultants to the part-time Planning Coordinator.
3. Amend the Zoning By-law to permit additional dwelling units "as of right".
4. Review the 2004 Zoning By-law and identify the top 3 items that could be updated/repealed to minimize the need for minor variances or by-law amendments.
5. Investigate hiring a Registered Professional Planner to focus exclusively on Township business.
6. Investigate obtaining additional funding for increasing the Planning Coordinator's hours, or obtaining an additional Administrative Support, for administering security deposits, and returning dedicated support back to Public Works.

13. County of Dufferin Business

13.1 County Council Meeting(s)

13.1.1 [April 13, 2023 Statutory Public Planning Meeting and Regular Meeting of Dufferin County Council Meeting Video \(YouTube\)](#)

13.1.2 [April 4, 2023 Special Meeting Minutes](#)

13.2 Committee Meetings– April 27, 2023

13.2.1 Infrastructure and Environmental Services – 9:00 a.m.

- 13.2.2 General Government Services – 11:00 a.m.
- 13.2.3 Health & Human Services – 1:00 p.m.
- 13.2.4 Community Development and Tourism – 3:00 p.m.

13.3 **Dufferin County Forest**

- 13.3.1 [Annual Report 2022 and Annual Work Schedule 2023](#)

14. Committees

14.1 **Grand Valley Public Library Board**

- 14.1.1 Minutes from March 8, 2023

15. General Business and Correspondence

15.1 **Review of Proposed Policies Adapted from A Place to Grow and Provincial Policy Statement to Form a New Provincial Planning Policy Instrument**

- 15.1.1 [Environmental Registry of Ontario 019-6813 Commenting Period to June 5, 2023](#)

15.2 **Ministry of Natural Resources and Forestry**

- 15.2.1 Proposed Changes to the Oil, Gas and Salt Resources Act

15.3 **Ontario Land Tribunal (OLT)**

- 15.3.1 Notice of Hearing - Ellis v. Wellington North (Township) – Zoning By-Law Amendment

15.4 **Municipality of South Huron**

- 15.4.1 School Bus Stop Arm Cameras

15.5 **City of Port Colborne**

- 15.5.1 Supporting Municipality of Trent Lakes regarding Oath of Office

15.6 **Resolution from the Town of Essex Regarding Municipalities Retaining Surplus Proceeds from Tax Sales**

- 15.6.1 Municipality of Shuniah
- 15.6.2 Municipality of Magnetawan

16. Added Items (Late Submission – If Any)

17. New Business

17.1 **Working from Home Policy**

- 17.1.1 Staff Report dated April 16, 2023

Recommended Motion:

BE IT RESOLVED THAT: Council Adopt the Hybrid Work from Home Policy with the following procedures:

1. The Township office would be closed on Fridays to the public; however, service would continue to be provided remotely/virtually.

2. For the second work from home day, administrative staff are to be separated into two camps. Team 1 will have the ability to work remotely on Tuesdays, and Team 2, will have the ability to work remotely on Wednesdays, alternating every month and,
3. When School Busses for Orangeville/East Garafraxa area schools are canceled, this will automatically trigger all staff to work from home for that day.

18. Closed Meeting

Recommended Motion:

BE IT RESOLVED THAT: a Closed Meeting of Council be held pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reason(s):

- 18.1 **Personal matters about an identifiable individual, including municipal or local board employees; and
Labour relations or employee negotiations**
- 18.1.1 Employee Compensation

Recommended Motion:

BE IT RESOLVED THAT: Council do hereby resume regular business in open session. Staff instructed in accordance with the Closed Meeting discussions.

19. By-Law(s)

Nothing at this time.

20. Confirming By-Law

Recommended Motion:

BE IT RESOLVED THAT: Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on April 25, 2023, and that it be given the necessary readings and be passed and numbered 18-2023.

21. Adjournment

Recommended Motion:

BE IT RESOLVED THAT: Council do now adjourn to meet again for the Regular Electronic Council Meeting on Tuesday, May 9, 2023, at 2:00 p.m., or at the call of the Chair.



Township of East Garafraxa
Council Meeting Minutes
Wednesday, April 12, 2023

The Council of the Township of East Garafraxa held an Electronic/Virtual Meeting of Council by video conference at 2:00 p.m. on Wednesday April 12, 2023.

Members Present: Mayor Guy Gardhouse
Deputy Mayor John Stirk
Councillor Lenora Banfield
Councillor Dave Halls
Councillor Jeremy Zukowski

Staff/Consultants Present: Peter Avgoustis, CAO
Jessica Kennedy, Clerk
Alan Selby, Treasurer
Dave Knight, Director of Public Works
Shannon Peart, Administration/Clerk's Dept.
Jeff Wilker, Township Solicitor, Thomson Rogers (For Item [18.0](#))
Paul Kitchen, Township Planning Consultant, Macaulay Shiomi
Howson Ltd. (For Item [18.0](#))
Carley Dixon and Gord Feniak, Township Engineers,
R.J. Burnside & Associates Ltd. (For Item [18.0](#))

1. Opening of Meeting

Meeting called to order.

2. Added Items (Late Submissions – If Any)

Nothing at this time.

3. Approval of Agenda

Resolution

MOVED BY HALLS, SECONDED BY ZUKOWSKI

BE IT RESOLVED THAT:

The agenda be approved as circulated.

CARRIED

4. Disclosure of Pecuniary Interest and General Nature Thereof

Nothing at this time.

5. Approval of Minutes

5.1 Council Meeting Minutes for March 28, 2023

Resolution

MOVED BY BANFIELD, SECONDED BY HALLS

BE IT RESOLVED THAT:

Council do hereby adopt the minutes of the Regular Council Meeting held on March 28, 2023, as circulated.

CARRIED

5.2 Special Council Meeting Minutes April 3, 2023

Resolution

MOVED BY STIRK, SECONDED BY ZUKOWSKI

BE IT RESOLVED THAT:

Council do hereby adopt the minutes of the Special Council Meeting held on April 3, 2023, as circulated.

CARRIED

5.3 Business arising from Minutes – None.

6. Public Question Period

Nothing at this time.

7. Delegation(s) / Presentation(s)

7.1 Proclamation Request

7.1.1 National Volunteer Week April 16 to April 22, 2023

Mayor Gardhouse read the National Volunteer Week proclamation.

Resolution

MOVED BY STIRK , SECONDED BY BANFIELD

BE IT RESOLVED THAT:

April 16 to April 22, 2023 be proclaimed as National Volunteer Week;

And further that the correspondence dated April 4, 2023 be received.

CARRIED

8. Public Meeting(s)

Nothing at this time.

9. Unfinished Business

The following were received and/or dealt with:

9.1 Grand Opening/Open House Discussion

Mayor Gardhouse discussed the matter with Community Living Dufferin (CLD) Executive Director Robert Bingham, and CLD are interested in participating. Councillor Banfield discussed the matter with Theater Orangeville Artistic Director David Nairn, and Theatre Orangeville is interested and would like to hold the open house in September as their anniversary is in September. Councillor Banfield to setup a meeting with CLD and Theatre Orangeville to discuss ideas and report back to Council.

9.2 Grand Valley & District Fire Board

9.2.1 Master Fire Plan Annual Contribution Update

CAO Peter Avgoustis noted that the Master Fire Plan identifies the needs of the fire department and sets a direction for the future of the fire department. The Community Risk Assessment is mandatory and is to be in place in 2024 and is separate from the Master Fire Plan. An estimated amount of \$80,000 was provided for the Master Fire Plan. Matter to be considered during 2024 budget process.

10. Public Works Department

Nothing at this time.

11. Treasury and Accounts

The following were received and/or dealt with:

11.1 Annual Development Charges

11.1.1 Staff Report dated April 3, 2023

Resolution

MOVED BY HALLS, SECONDED BY STIRK

BE IT RESOLVED THAT:

The Annual Report on Development Charges for 2022 be received.

CARRIED

- 11.2 **Tax Arrears Action**
- 11.2.1 Staff Report dated April 3, 2023

Resolution

MOVED BY STIRK , SECONDED BY BANFIELD

BE IT RESOLVED THAT:

The report on Tax Arrears Action be received for information.

CARRIED

Treasurer Alan Selby noted that tax arrears are up from the previous year and some accounts are in three-year arrears.

12. County of Dufferin Business

- 12.1 **County Council Meeting(s)**
- 12.1.1 [April 4, 2023 Special Meeting County Council Meeting Agenda](#)
- 12.1.2 [April 13, 2023 Statutory Public Meeting](#)
- 12.1.3 [April 13, 2023 Regular County Council](#)

13. Committees

The following were received and/or dealt with:

- 13.1 **2:30 p.m. CTC Source Protection Committee**
- 13.1.1 CTC Source Protection Plan Section 34 Amendments – Stephanie Charity and Dwight Smikle, R.J. Burnside and Associates Limited
- 13.1.1.1 R.J. Burnside and Associates Limited Letter dated March 28, 2023

Stephanie Charity, Township Risk Management Official from R.J. Burnside and Associates Limited shared a presentation regarding CTC Source Protection Plan Section 34 Amendments. The presentation included a summary of amendments, and a resolution for the Council to consider.

Resolution

MOVED BY HALLS, SECONDED BY BANFIELD

BE IT RESOLVED THAT:

Council receive the letter dated March 28, 2023 regarding Section 34 amendments to the CTC Source Protection Plan;

That Council hereby supports the proposed updated to the CTC Source Protection Plan outlined in the pre-consultation notice dated March 10, 2023;

And further that staff be directed to forward a copy of this resolution to the Credit Valley Source Protection Authority.

CARRIED

- 13.2 **Credit Valley Conservation Authority (CVC)**
- 13.2.1 Resolution Approving CVC's 2023 Budget
- 13.2.2 CVC Staff Report dated March 10, 2023
- 13.3 **Grand River Conservation Authority (GRCA)**
- 13.3.1 GRCA General Membership Motions
 - 13.3.1.1 GRCA Inventory of Programs and Services Update dated March 24, 2023
 - 13.3.1.2 Communication #3 – Update on GRCA Programs and Services dated March 21, 2023
 - 13.3.1.3 Progress Report #4 dated March 24, 2023
- 13.4 **Grand Valley Medical & Dental Board**
- 13.4.1 Letter dated March 23, 2023 to Dissolve the Board

Councillor Banfield noted the advantages and disadvantages of continuing the Board and noted budgetary matters to be considered. It was also noted that

the Board agreement requires 1 year's written notice to cease participation. Matter to be discussed further after additional Board meetings.

13.5 Upper Grand Watershed Committee

13.5.1 Township of Melancthon Letter dated March 17, 2023 – Discontinuation of Participation in the Upper Grand Watershed Committee

Committee to be dissolved.

14. General Business and Correspondence

The following were received and/or dealt with:

14.1 City of Vaughan

14.1.1 Acknowledgment of Receipt of Township Correspondence, Ontario School Board Elections

14.2 Town of Orangeville

14.2.1 Development of Terms of Reference for a Traffic and Road Safety Study Funded by MTO for the Full Length of Highway 10

14.3 Town of Shelburne

14.3.1 Public Safety County Wide Communication System in Dufferin County

14.4 Town of Fort Frances

14.4.1 Ontario School Board Elections

14.5 Township of Howick

14.5.1 CN Railway Contribution Requirements Under the Drainage Act and Impacts on Municipal Drain Infrastructure in Ontario

14.6 Town of Plympton-Wyoming

14.6.1 Declaring Intimate Partner Violence and Violence Against Women an Epidemic

14.6.2 Reducing Municipal Insurance Costs

14.6.3 Retaining Surplus Proceeds from Tax Sales

14.6.4 Bill 5, Stopping Harassment and Abuse by Local Leaders Act

14.7 Support for Huron County's Call for Cannabis Act Review

14.7.1 Municipality of West Perth

14.7.2 Municipality of South Huron

14.8 School Bus Stop Arm Cameras

14.8.1 Municipality of North Perth

14.8.2 Township of Howick

Mayor Gardhouse noted that Dufferin County Council have previously put forward a resolution of support regarding this matter.

14.9 Ministry for Seniors and Accessibility

14.9.1 Inviting Council to submit a Nomination for the 2023 Ontario Senior of the Year Award

Discussion ensued regarding nominations. Mayor Gardhouse to investigate further.

14.10 Top Aggregate Producing Municipalities of Ontario (TAPMO)

14.10.1 [TAPMO News Release](#)

14.11 Business Excellence in Dufferin

14.11.1 Nominations for 2023 Business Excellence Awards

15. Added Items (Late Submission – If Any)

Nothing at this time.

16. New Business

- 16.1 Westside Secondary School
- 16.1.1 Commencement Ceremony Donation Request

Last Three Years Donations	
Year	Donation
2020	\$150
2021	\$150
2022	\$150

Motion of support to be considered at the April 25, 2023 Council meeting.

- 16.2 Alzheimer Society of Dufferin County
- 16.2.1 Walk for Alzheimer’s Sponsorship

The Township will not be participating at this time.

17. Planning Department

- 17.1 Pine Ridge Estates Proposed Subdivision S2-20 and Rezoning Application Z11-20 471019 A Line West Part Lot 1, Concession B
- 17.1.1 Consultant Planning Report dated April 4, 2023

CAO Peter Avgoustis reported that the proposed motion provides flexibility with respect to lands to be deeded to the Credit Valley Conservation Authority and does not limit negotiations. Mr. Avgoustis noted that the engineering report enclosed in the Planning Report supports the development of 12 residential lots.

Resolution
MOVED BY STIRK , SECONDED BY ZUKOWSKI
BE IT RESOLVED THAT:

The Consultant Planning Report dated April 4, 2023, Plan of Subdivision Application S2-20 and Rezoning Application Z11-20 471019 A Line West Part Lot 1, Concession B be received;

That the Applicant demonstrate that there is adequate water supply as well as demonstrating that there will not be unacceptable off-site impacts due to the water taking proposed by the development following the Ministry of Environment (MECP) Procedure D-5-5 Private Wells: Water Supply Assessment;

That Plan of Subdivision Application S2-20 be approved with conditions that will need to be prepared by Township staff based on a revised limits of development keeping in general form to RJ Burnside limits of development, subject to considering any additional comments received prior to Council’s decision; and

That Rezoning Application Z11-20 be approved with conditions, subject to considering any additional comments received prior to Council’s decision.

CARRIED

A recess was held from 2:40 p.m. to 2:58 p.m.

Alan Selby, Treasurer, Dave Knight, Director of Public Works and Shannon Peart, Administration/Clerk’s Dept. left the meeting prior to the Closed Session and did not return to the Council meeting.

18. Closed Meeting – 3:00 p.m. to 5:56 p.m.

Township Solicitor Jeff Wilker, Thomson Rogers, Township Engineers Gord Feniak and Carley Dixon R.J. Burnside and Associates Limited, and Township Planning Consultants Liz Howson and Paul Kitchen, Macaulay Shiomi Howson Ltd.

Resolution

MOVED BY STIRK , SECONDED BY ZUKOWSKI

BE IT RESOLVED THAT:

Council do hereby move to a Closed Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s):

18.1 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

A proposed or pending acquisition or disposition of land by the municipality or local board; and

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board:

18.1.1 Ontario Land Tribunal (OLT) Appeal – Marsville Estates Inc. (MEI)

18.1.2 Marsville Development Workshop

18.2 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board:

18.2.1 Negotiations with Local Community Groups

18.3 April 3, 2023 Closed Meeting Minutes

CARRIED

Resolution

MOVED BY HALLS, SECONDED BY BANFIELD

BE IT RESOLVED THAT:

Council resume regular business. Staff and Consultants instructed in accordance with Closed Meeting discussions.

CARRIED

19. By-Law(s)

Nothing at this time.

20. Confirming By-Law

Resolution

MOVED BY HALLS, SECONDED BY STIRK

BE IT RESOLVED THAT:

Leave be given to introduce a By-Law, being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on April 12, 2023, and that it be given the necessary readings and be passed and numbered 17-2023.

CARRIED

21. Adjournment

To meet again for the Regular Electronic Council Meeting on Tuesday, April 25, 2023, at 2:00 p.m. or at the call of the Chair.

Resolution
MOVED BY HALLS, SECONDED BY ZUKOWSKI
BE IT RESOLVED THAT:

Council do now adjourn to meet again for the Regular Electronic Council Meeting on Tuesday, April 25, 2023, at 2:00 p.m., or at the call of the Chair.

CARRIED

Clerk

Head of Council

DRAFT

**Ministry for Seniors
and Accessibility**

Minister

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

**Ministère des Services aux
aînés et de l'Accessibilité**

Ministre

College Park
777, rue Bay
5e étage
Toronto (Ontario) M7A 1S5



March 2023

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to submit a nomination for the 2023 [Ontario Senior of the Year Award](#).

This award gives each municipality the opportunity to honour one of their outstanding local seniors for the contributions they've made to enrich the social, cultural, and civic life of their community.

The deadline for nominations is April 30, 2023.

For more information on how to submit a nomination online, please visit the [Senior of the Year](#) webpage. Once you submit a nomination, a personalized certificate with your nominee's name will be sent to you. I encourage you to present it to your nominee in June in conjunction with Seniors Month.

The Ontario government is always delighted to celebrate Seniors Month with municipalities across the province. Seniors have generously given their time, knowledge and expertise to help build this great province that we all enjoy today. It is important that we take the time to celebrate our older population and their valuable contributions.

If you have any questions about the upcoming 2023 Ontario Senior of the Year Award, please contact Ontario Honours and Awards at OntarioHonoursAndAwards@ontario.ca.

Thank you in advance for your support of local seniors and Seniors Month.

Sincerely,

Raymond Cho
Minister for Seniors and Accessibility

**Ministry for Seniors
and Accessibility**

Minister

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

**Ministère des Services aux
aînés et de l'Accessibilité**

Ministre

College Park
777, rue Bay
5e étage
Toronto (Ontario) M7A 1S5



Mars 2023

Monsieur le Maire/Madame la Mairesse, Préfet/Préfète et Membres du Conseil :

Je vous écris pour vous inviter à soumettre une candidature pour le [Prix de la personne âgée de l'année de l'Ontario](#) de 2023.

Ce prix donne à chaque municipalité l'occasion d'honorer une personne âgée exceptionnelle de sa localité pour les contributions qu'elle a apportées à l'enrichissement de la vie sociale, culturelle et civique de sa communauté.

La date limite de soumission des candidatures est le 30 avril 2023.

Pour obtenir de plus amples renseignements concernant la façon de soumettre une candidature en ligne, veuillez visiter la page Web du [Prix de la personne âgée de l'année de l'Ontario](#). Une fois que vous aurez soumis une candidature, un certificat personnalisé avec le nom de votre candidat(e) vous sera envoyé. Je vous encourage à le présenter à votre candidat(e) en juin dans le cadre du Mois des aînés.

Le gouvernement de l'Ontario est toujours ravi de célébrer le Mois des aînés avec les municipalités de toute la province. Les personnes âgées ont généreusement donné leur temps, leurs connaissances et leur expertise pour faire de cette province le meilleur endroit au pays où vivre et travailler. Il est important que nous prenions le temps de célébrer nos aînés et leurs précieuses contributions.

Si vous avez des questions au sujet du Prix de la personne âgée de l'année de l'Ontario de 2023, veuillez communiquer avec l'Unité de la reconnaissance des bénévoles à l'adresse suivante : OntarioHonoursAndAwards@ontario.ca

Merci d'avance pour votre soutien aux personnes âgées de votre région et au Mois des aînés.

Sincèrement,

A handwritten signature in black ink that reads 'Raymond Cho'.

Raymond Cho
Ministre des Services aux aînés et de l'Accessibilité

Accounts Payable

ALL ACCOUNTS PAYABLE WITH SUMMARY-Mar 22/23-Apr 19/23

Vendor 000000 Through 999999

Invoice Entry Date 03/22/2023 to 04/19/2023 Paid Invoices Cheque Date 03/22/2023 to 04/19/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
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Department Summary

01-0117	OTHER CURRENT ASSETS	-492.00
01-0119	DEVELOP.DEPOSITS + Other Recoverables	3,166.71
01-0123	ACCTS PAYABLE & MISC DEPOSITS REPAYABLE	35,465.45
01-0161	GENERAL GOVERNMENT	26,913.40
01-0162	PROTECTION TO PERSONS/PROPERTY	74,329.27
01-0163	TRANSPORTATION SERVICES	56,157.46
01-0164	ENVIRON - WATER SYSTEM	3,282.29
01-0166	Stormwater & Misc Public Works projects	15,429.14
01-0167	RECREATION and PARKS	9,258.91
01-0168	PLANNING & DEVELOPMENT	11,898.41
01-0689	COUNTY OF DUFFERIN	577,618.00
01-0789	EDUCATION PAID English Public&Sep	281,813.39
01-0889	EDUCATION PAID French Public&Sep	2,460.37
Report Total		1,097,300.80



REPORT TO COUNCIL

TO: Mayor Gardhouse and Members of Council

FROM: Peter C. Avgoustis, CAO

REPORT DATE: April 17, 2023

MEETING DATE: April 25, 2023

SUBJECT: Addressing Planning Department Capacity

RECOMMENDATION

Be it Resolved that Council:

1. Publish Service Level Standards related to the Planning Department.
2. Investigate transferring the Building Department permit reviews from the Consultants to the part-time Planning Coordinator.
3. Amend the Zoning By-law to permit additional dwelling units "as of right".
4. Review the 2004 Zoning By-law and identify the top 3 items that could be updated/repealed to minimize the need for minor variances or by-law amendments.
5. Investigate hiring a Registered Professional Planner to focus exclusively on Township business.
6. Investigate obtaining additional funding for increasing the Planning Coordinator's hours, or obtaining an additional Administrative Support, for administering security deposits, and returning dedicated support back to Public Works.

PURPOSE

This report summarizes the current processes of the planning department and highlights areas where building extra capacity could be considered.

BACKGROUND

Business Model:

Prior to 2020, the Township had an employee on staff with a Registered Professional Planner designation which enabled this individual to author planning justification reports in addition to providing expert knowledge to Council, residents, developers, and on general inquiries. Applicants were required to pay a User Fee (which is a tool under the Municipal Act that allows municipalities to recover a portion of municipal costs) when an application was made. However,

not all applications required a User Fee and speaking with and/or consulting the Township Planner was just like every other employee free of charge.

Since then, the Township has operated under User-Pay model and with a recent change in Provincial legislation, the Township requires a mandatory pre-consultation. A User-Pay model includes both the Municipal User Fee plus the collection of a security deposit upfront from the applicant to be applied towards a third-party consultant that is retained by the Township as their Registered Professional Planner. The consultant invoices the Township and is paid from these security deposits and any remaining balance is returned to the applicant. The Township has in essence outsourced the expert knowledge a Registered Professional Planner would bring to a municipality. Unknown in the Township in 2020, this model has come under significant stress due to the changes in provincial legislation, and the increase in demand-volume with both residents and developers interested in building in East Garafraxa.

Staffing:

Most residents and developers do not have direct access to the Township consultant, and primary customer service triaging is completed by an in-house Planning Coordinator that was brought on last year.

This position is part-time and is shared with the County and Township of Melancthon, with East Garafraxa funding 1.5 days per week for this role. The current schedule of this position is all day in the office on Wednesdays and remotely half day on Fridays. There is no back up for this position during employee illness or vacation and if one of the days falls on holiday, it does not get made up.

This position is the main 'intake' person that handles all planning inquiries that enter the Township from either the planner@eastgarafraxa.ca email or the designated phone extension. This position's primary responsibility is to answer all inquiries, provide as much advice as possible that does not require a Registered Professional Planner expertise, as well as to schedule pre-consultation meetings and navigate the paperwork/application through the internal bureaucracy. The current funding of 1.5 days per week is becoming increasingly inadequate as volume increases.

In addition to this position, an existing Administrative Support position has been transferred from supporting Public Works to support the Planning department. This role verifies property information, handles all payment transactions, administers the collection of security deposits, matches invoices and tracking of applicant balances. The volume of this work has also increased to the point that it now makes up approximately 90% of this role, at the expense of Public Works administrative work.

Process:

Planning capacity can be broken down into five categories, which are outlined below.

Category 1: Requiring Clarification and/or Information Requests - These are generic planning inquiries usually from prospective buyers or their Real Estate Agents inquiring about permitted uses on identified lots, questions related to the online mapping system, assistance, or clarification on locating a zoning by-law document and/or to get information on what is required to make a planning development application submission. Most of these are primary customer service inquiries and most of them do not result in any actual development application. This is the first step most residents and/or developers make, which are all handled and processed through the part-time Planning Coordinator for response.

Category 2: Inquiries Requiring Pre-Consultations - As part of regulatory changes of Bill 109 the Township has passed a by-law requiring all planning applications to be vetted by a mandatory pre-consultation meeting. Pre-consultations are required for all the following:

1. Official Plan Amendment
2. Zoning By-law Amendment
3. Temporary Use By-Law
4. Holding Zone Removal
5. Draft Plan of Subdivision
6. Draft Plan of Condominium
7. Consent (Severance)
8. Site Plan Approval
9. Site Plan Amendment(s)
10. Minor Variance

A pre-consultation meeting includes municipal staff and the external consultant in addition to circulating the application information to the County and Conservation Authorities for commenting and/or participation. A User Fee is charged for the presence of municipal staff, and security deposits are collected for payment of the external consultant. Coordination and meeting scheduling amongst the applicant, Township staff, consultants, County and Conservation Authority is coordinated by the part-time Planning Coordinator.

Category 3: Inquiries sent from the Building Department - These inquiries come in from the Building Department, which is the County, and are usually from existing residents and property owners, that applied directly for a building permit that require Township approval. Township approval involves reviewing the building permit request and ensuring all local zoning by-laws have been satisfied. Often, residents are unaware of or try to circumvent the Township's planning process and proceed directly to submit a building permit request. Due to capacity issues, this is currently being done by the external consultant, but does not require the expertise of a Registered Professional Planner. A nominal User Fee is collected for issuing approvals, however, in half of cases, the Building Permit is denied, and kicked back to the planning process to satisfy zoning issues first.

Category 4: Formal Application Submissions - These represent the intake of formal applications which are governed by the Planning Act legislation deadline service standards. These all must be reviewed and analyzed by the Registered Professional Planner consultant. A User Fee is charged, and security deposits are collected with all applications. Intakes are processed by the part-time Planning Coordinator but deemed complete (for legislative purposes) by the Registered Professional Planner consultant.

Category 5: Non-Applicant and Internal Township Planning Business - This is not an inquiry, but work performed by the consultant specifically for Township purposes, such as updates to the MCR, Official Plan, Zoning By-law, or providing evidence for an OLT hearing, conducting master plans, and/or participating in internal discussions. Work performed in this category is by the Registered Professional Planner consultant and is not recoverable.

ANALYSIS

Planning and Development in Ontario has been undergoing changes under the current provincial

government. Legislation has dramatically altered the way housing specific development is to be conducted. Bill 109, More Homes for Everyone Act, 2022 came in to effect last March, Bill 23, More Homes Built Faster Act, 2022, came into effect last November and Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023, which if passed is expected to come into effect later this summer. All these Bills when combined have re-written the way planning has been carried out in Ontario over the past 20 years and have added significant pressure across the planning and development process all over Ontario. The main pressure felt on the ground level is the significant increase in volume from both existing homeowners and prospective developers and the inability for the Township's existing capacity to keep up.

Residents and developers have expressed strong dissatisfaction with the User Pay model currently being utilized by the Township and have questioned its practice and specifically, its unrestricted ability to continue invoicing costs without any hard caps.

Residents and developers have expressed strong dissatisfaction and question why User Fees (the municipal portion of costs) apply twice, once for the mandatory pre-consultation and again, when an application is formally submitted.

The Township's 2004 Zoning By-law has not kept up with the Provincial directions with respect to the provision of affordable housing, particularly additional housing units. Specifically, the Township Official Plan permits every residential property to have two additional dwelling units but requires a Zoning By-law amendment. The ability to provide for such units "as of right" without a rezoning is more in keeping with the directions from the Province. This is particularly true if Bill 97, which provides direction with respect to additional units on farm properties, as proposed, is passed.

In addition, the Township's 2004 Zoning By-law has also not kept up with the growth in larger vehicles available on the marketplace such as motorhomes that require larger accessory building structures to store them in. Although considered minor in development terms, these minor variance applications add to the volume and demand of planning department requests. The recent introduction of the ability to grant minor variances has assisted in reducing the costs and administration involved in such applications, and other minor applications, but increasing the permitted size of accessory buildings in the Zoning By-law will be even more beneficial.

With the increase in volume at the County level, the County has recently implemented a minimum 20-day requirement in providing comments on all inquiries sent from the Township. This further delays our internal processes and adds time overall to the requests for pre-consultation and/or planning application submissions received by the Township.

The pressure is only expected to increase, and service levels decrease as the traditional summer construction season gets underway, Bill 97 takes effect and both staff and consultants take summer vacation, as the Township has not funded any back up capacity.

RECOMMENDATIONS

1. *Publish Service Level Standards*

To help manage expectations and match Township funding and capacity, it is recommended that the Township publish service level standards to let applicants know. These standards will incorporate the County's new requirements, as well as upcoming summer vacations and are as follows:

- Up to two weeks to get a reply from any inquiry left on voicemail or email. Most of these are usually queued up in the email or voicemail and only get checked when the Planning Coordinator is working for the Township. *(Note: A reply does not mean resolution of the inquiry as further information may be needed from the person making the original inquiry)*
- Up to eight-weeks to schedule a pre-consultation meeting appointment for Category 2 items. This builds in the County's new timelines in obtaining their comments, and ensures our external consultants who have other clients, can schedule far enough ahead around their other work.
- Up to four-weeks after the pre-consultation meeting has occurred, to receive the pre-consultation report from our external consultants with their professional advice on proceeding. This allows our consultants to build in time, while conducting Township-only business, reviewing formal submissions, checking Building Permits, and attending to other clients.

2. *Investigate transferring Building Department inquiries to Planning Coordinator*

Hypothetically, this would allow for the consultant to focus on Registered Professional Planner expertise type work, however, further analysis should be carried out to verify what impact this would have on the part-time Planning Coordinator's response standards.

3. *Amend the Zoning By-law to permit additional dwelling units "as of right" in keeping with Provincial directions to minimize restrictions on the development of affordable housing.*

This would alleviate unnecessary Zoning By-law amendments and all the associated workload required by a Registered Professional Planner altogether from the planning process in keeping with Provincial directions. An update to the Zoning By-law would need to be brought forward to a future Council meeting.

4. *Review the 2004 Zoning By-law and identify the top 3 items that could be updated/repealed to minimize the need for minor variances or by-law amendments.*

This would alleviate unnecessary applications and all the associated workload required by a Registered Professional Planner altogether from the planning process. This could include increasing the height allowance for accessory buildings or other similar things.

5. *Investigate hiring a Registered Professional Planner to focus exclusively on Township business.*

There is a need to update and modernize the Township Zoning By-laws and work specially on Township business needs, such as reviewing the County Official Plan, and the Township's Official

Plan, and the next phases of the Municipal Comprehensive Review depending on how Bill 97 ends up. A dedicated resource is required to focus on this which will help remove capacity pressures in the future.

6. *Investigate obtaining additional funding for increasing the Planning Coordinator's hours or obtaining an additional Administrative Support for administering security deposits and returning dedicated support back to Public Works.*

The User-Pay model requires dedicated administrative support for all the tracking of deposits and invoices and is currently not adequate for the volume of work. In addition, public works administrative support has been slowly backlogging that will need to be addressed this summer. Road occupancy permits, culvert inspection requests, entrance permits, site alteration permits, road repair requests, purchasing, gravel pit reporting etc. have all been deferred or delayed due to the lack of dedicated administrative support. Both will be further exacerbated during staff vacations.

FINANCIAL IMPACT

There are no financial implications as a result of this report.

CONSULTATION / PRIOR PRACTICE

N/A

Respectfully Submitted,

Peter C. Avgoustis
Township of East Garafraxa

Grand Valley Public Library Board Meeting

Present:

Andrew Stirk, Chair, Township of Amaranth Rep.
 Julie Van Alstine, Vice-chair
 Amy Steele
 Mary Hatch
 James Jonker, Town of Grand Valley Rep.
 Dave Halls, Township of East Garafraxa Rep.
 Joanne Stevenson, CEO, secretary/treasurer

Regrets:

Brennan Solecky

1. **Call to order** 7:06 p.m.
2. **We [I]** would like to acknowledge that we are on the the Haldimand Tract, land promised to the Haudenosaunee (**HOE day na shun ay**) people of Six Nations, which includes six miles on each side of the Grand River. This territory is the traditional territory of the Neutral, Anishnaabeg (**On ish KNOB eck**), and Haudenosaunee (**HOE day na shun ay**) Peoples.
3. **Approval of the agenda.**
MOTION #1: Moved by J. Van Alstine, seconded by D. Halls, that the agenda be approved.
4. **No declaration of any conflicts of interest at this time.**
5. **Minutes of the February 7, 2023 meeting.**
MOTION #2: Moved by J. Van Alstine, seconded by M. Hatch, that the minutes of the February 7, 2023 meeting.
6. **Business arising from the minutes.**
7. **Correspondence.**
 - 7.1 FOPL, - email, Board and Working Group Vacancies
 - 7.2 Township of Grand Valley – email, Resolution, GVPL budget approval
 - 7.3 Township of East Garafraxa – email, Resolution of GVOK budget approval
 - 7.4 Township of East Garafraxa – signed contract agreement**MOTION #3:** Moved by J. Van Alstine, seconded by M. Hatch, that the correspondences be received.
8. **Financial Report.**
Operating.

8.1 MOTION #4: Moved by D. Halls, seconded by A. Steele, to accept the reviewed operating expenses for February. (\$31,942.64)

Reserve Fund Account

8.2 MOTION #5: Moved by A. Steele, seconded by J. Van Alstine, to receive the financial statement for the Reserve Fund Account for February.

9. Committee Reports.

9.1 Finance.

Royal Bank Financial Consultant recommended purchasing a cashable GIC for the remaining balance in the Reserve Fund Account.

MOTION #6: Moved by A. Steele, seconded by D. Halls to approve the CEO to purchase \$45,000 cashable GIC.

9.2 Personnel, Administration and By-laws.

- Board Governance Policy
- Human Rights – Discrimination and Harassment Policy
- Prevention of Workplace Violence Policy
- Working Alone Policy
- Occupational Health and Safety

Library Board has directed the CEO to revise policies as discussed to be finalized and approved at the April meeting.

Library Board directed the CEO, to enquire how the Town of Grand Valley handles Human Rights complaints and where the records are filed, to update the Human Rights Policy.

9.3 Advocacy.

9.4 Strategic Planning.

9.5 Information Technology/Communications.

10. Chair Report.

Electronic Transfer Payments can be made to the library from the Township of Amaranth. Informal Special Board Meeting in July to discuss Board Goals and Timelines.

11. CEO Report.

- Programs:
 - Babytime (Toddler time)
 - StoryTime
 - Coffee/Tea & connections
 - CocoaClub
 - Snacks 'n Crafts

Tween programs

Seniors Exercise- Strength in Motion, class starting on Wednesdays, instructor donating time

March Break Programs: Home Alone Course, Craig Douglas Juggler, Kids Bingo, DuffleBag Theatre, Lego, Tween Youth Night (cupcake wars), Hands on Exotic, Storytime(Stuffy Sleep Over), Free Skate – Friday, 12-2

- Applied for the Food for Thought, Dufferin Community Foundation Grant for \$3,000, for the Fall Cooking Classes
- Applied for \$500 Gift Certificate from First Book Canada & TD Bank Group to purchase books to give to children, Kindergarten – Grade 6

12. New business.

A.Steele brought forward the request to the town for the need of more senior programming in the community. Library Staff, Board and CEO to research, to determine the needs/wishes of the seniors in the community in 2023. The Library Board will take this in consideration, when planning the budget for 2024.

J. Jonker enquired about the GVPL Strategic Plan, “Inspired Opportunities”. Short discussion on possible needs/requirements for a new building.

13. Next meeting. Wednesday April 12, 2023. 7:00 p.m. McGinnis Room.

14. Motion to adjourn. 9:07 p.m. J. Van Alstine.

**Ministry of Natural Resources and
Forestry**

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles et
des Forêts**

Direction des politiques de planification et
d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

Notice: Proposed changes to the OGSRA to regulate projects to test or demonstrate new or innovative activities, such as geologic carbon storage, and to safeguard people and the environment

Hello,

I am pleased to inform you that the Ministry of Natural Resources and Forestry is seeking feedback on a proposal that is part of our plan to develop a framework to regulate new technologies, such as geologic carbon storage. This plan is outlined in a Roadmap that was released in November 2022 and can be viewed on our website at: <https://www.ontario.ca/page/geologic-carbon-storage>.

This proposal builds on previous proposals and the feedback we received related to geologic carbon storage, including a discussion paper released in early 2022 and amendments proposed in November that removed the prohibition on carbon storage from the *Oil, Gas and Salt Resources Act* (the Act).

The changes currently being proposed to the Act have been introduced through Bill 91, Less Red Tape, Stronger Economy Act, 2023. These changes, together with regulatory changes that would be proposed in the future, would allow approval to be sought for projects proposed to test or demonstrate new or innovative activities, such as geologic carbon storage. Further changes under other legislation would be required before carbon storage projects could be authorized on Crown land.

If approved, these changes would provide flexibility in authorization processes and requirements to better address technological innovation to support Ontario's changing energy needs, decarbonization efforts, and reduction of greenhouse gas emissions.

Additional changes proposed would enhance or create new tools to safeguard people and the environment and would apply to all activities regulated under the Act. These tools include new inspector's orders, court orders and clarifying the Minister's ability to consider past non-compliance with the Act in decision-making.

This proposal is available for review on the Ontario Legislative Assembly website: <https://www.ola.org/en/legislative-business/bills/parliament-43/session-1/bill-91>. The

province is also seeking feedback on the proposed changes through the Environmental Registry of Ontario: <https://ero.ontario.ca/notice/019-6752>. A Decision Notice will also be posted soon regarding the removal of the prohibition on carbon storage from the Act. Feedback on the proposed changes can be provided directly to the ministry or through the environmental registry.

If you would like more information or have any questions about the proposed changes, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: Resources.Development@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Keyes", with a stylized flourish at the end.

Jennifer Keyes
Director, Resources Planning and Development Policy Branch

EAST GARAFRAXA

APR 13 2023

RECEIVED

Alex Ciccone
9 Norwich Street West
Guelph, ON N1H 2G8
Telephone: 519-837-0500
Fax: 519-763-2204

aciccone@garrodpickfield.ca

April 11, 2023

TO WHOM IT MAY CONCERN

Dear Madame/Sir:

Re: Notice of Hearing – Ellis v. Wellington North (Township) – Zoning By-Law Amendment
OLT Case No: OLT-23-000033 – To facilitate the construction of a single detached dwelling on private services.

We act as legal counsel for Parry Levine and Lindsay Ellis in the above-referenced matter. The Tribunal has now set a date for a Hearing on this matter.

The Ontario Land Tribunal has directed that we send you the attached notice of the Hearing in accordance with Rules 6.1 to 6.2 and 7.11 to 7.13 of the *Tribunal's Rules of Practice and Procedure*.

This Hearing pertains to the property municipally known as Part Park Lot 1 & 2 N/S Macauley St., Arthur The Zoning By-Law Amendment Application seeks to change the zoning from Future Development (FD) to Future Development Exception (FD-09). Approval will allow the construction of a single detached dwelling on private services.

Please note that the Hearing will be held on Thursday, June 15, 2023, commencing at 10:00 AM. As directed by the Tribunal, we are enclosing the following information related to the hearing:

- A copy of the Notice of Hearing (Attachment 1)
- Rules 6.1 to 6.2 and 7.11 to 7.13 of the Tribunal's *Rules of Practice and Procedure* (Attachment 2)
- Key Map (Attachment 3)

Yours truly,



Alex Ciccone
/ljp

Attachment 1

Ontario Land Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: olt.gov.on.ca

Tribunal ontarien de l'aménagement du territoire

655 rue Bay, suite 1500
Toronto ON M5G 1E5
Téléphone: (416) 212-6349
Sans Frais: 1-866-448-2248
Site Web: olt.gov.on.ca



PROCEEDING COMMENCED UNDER subsection 34(11) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Applicants/Appellants:	Parry Levine & Lindsay Ellis
Subject:	Zoning By-law Amendment
Description:	To facilitate the construction of a single detached dwelling on private services
Reference Number:	ZBA 26-22
Property Address:	Part Park Lot 1 & 2 N/S Macauley St., Arthur
Municipality/Upper Tier:	Wellington North/Wellington
OLT Case No.:	OLT-23-000033
OLT Lead Case No.:	OLT-23-000033
OLT Case Name:	Ellis v. Wellington North (Township)

The Ontario Land Tribunal ("Tribunal") will conduct a **Hearing** by Video Conference for this matter.

The event will be held:

AT: 10:00AM

ON: Thursday, June 15, 2023

AT: <https://global.gotomeeting.com/join/719383509>

Access code: 719-383-509

The Tribunal has set aside **2** days for this matter.

The event will be held using **GoToMeeting**. The applicants/appellants, municipality, and those persons who intend to request party or participant status, are asked to log into the video hearing through the link provided above at least **15 minutes** before the start of the event to test their video and audio connections. All persons are expected to access and set-up the application well in advance of the event to avoid unnecessary delay. The desktop application can be downloaded at [GoToMeeting](https://gotomeeting.com/download/desktop). A web application is also available: <https://app.gotomeeting.com/home.html>. A compatible web browser for this service is Chrome.

Persons who experience technical difficulties accessing the GoToMeeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: **1-888-299-1889 (Toll Free) or +1 (647) 497-9373**. The access code is **719-383-509**.

Event dates are firm – adjournments will not be granted except in the most serious circumstances, and only in accordance with the Tribunal's Rules of Practice and Procedure [Rule 17](#) on adjournments.

This event is conducted under [Rule 20](#) of the Tribunal's Rules. [Rule 20.2](#) sets out how a party may object to the Tribunal conducting this event electronically. Any party, or any person who intends to seek party status, may object to the Tribunal holding this event by video by filing an objection with the Tribunal's Case Coordinator. The objection must be received by the Tribunal **at least 20 days** before the date of the hearing event and must be copied to the other parties. All contact information is included in Schedule A.

If you do not attend the event, the Tribunal may proceed in your absence and you will not be entitled to any further notice of these proceedings.

SUBMISSION REQUIREMENTS

If a person intends to refer to a document at the hearing that is not in the Tribunal's case file, the document is expected to be pre-filed electronically with the Tribunal **at least 10 days** before the date of the hearing, unless another filing date is specified in the Tribunal's Rules. All pre-filed documents shall be served on the other parties electronically. All contact information is included in Schedule A.

If a person intends to call a witness, their witness statement and the information required under [Rules 7.4](#), [7.5](#) and [7.6](#), must be pre-filed electronically with the Tribunal at least 10 days before the date of the hearing. Please note that if you intend to call an expert/professional witness, you must file the executed [Acknowledgement of Expert's Duty](#) form which can be found on the Tribunal's website (<https://olt.gov.on.ca/forms-submissions/>).

Submissions larger than **10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service. Please see Schedule B for further submission requirements.

PARTY OR PARTICIPANT STATUS REQUEST:

Persons other than the appellant(s), applicant, municipality or approval authority who wish to participate in the proceeding, either as a party or as a participant, are expected to file a written status request with the Tribunal to outline their interest in the proceeding.

The [Party Status Request Form](#) and [Participant Status Request and Participant Statement Form](#) are available on the Tribunal's website (<https://olt.gov.on.ca/forms-submissions/>) and are to be used to assist with the preparation of the request. If you are requesting status, this form must be provided at least 10 days in advance of the hearing to:

- The assigned Tribunal Case Coordinator, Paul De Medeiros.

- The municipality on the same day as it is emailed to the Tribunal Case Coordinator.
- The Applicants/Appellants on the same day as it is emailed to the Tribunal Case Coordinator.

The contact information for the parties is included in **Schedule A**.

The status request will be reviewed and considered by the presiding Member at the hearing. It will also assist the Tribunal in organizing the hearing event. **Attendance by the requestor, or their representative, at the hearing is required for all status requests.**

Persons who are granted **party status** may participate fully in the proceeding (see [Rule 8](#)).

Persons who are granted **participant status** may only participate in writing by way of a participant statement. This statement is expected to be provided 10 days advance of the hearing as part of the status request (see above) and sets out their position in the matter (see [Rule 7.7](#)).

Only persons who are **granted party or participant status** by the Tribunal at the hearing are permitted to participate in any further hearing event that is convened by the Tribunal for this appeal.

Please note that this matter is a hearing and the presentation of evidence will be required.

FURTHER DIRECTIONS

Tribunal proceedings are open to the public and all documents filed in a proceeding will be included in the Tribunal's public file (except those documents that may be deemed confidential in accordance with the Ontario Land Tribunal's [Rule 22.1](#)).

The Tribunal shall issue a disposition following the event that will set out the directions of the Tribunal. A copy of the decision may also be obtained from the Tribunal's website (<https://olt.gov.on.ca/decisions/>) by referencing the above case number.

Please review the Tribunal's [Rules](#) for relevant information.

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing OLT.COORDINATOR@ontario.ca. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou OLT.COORDINATOR@ontario.ca.

For general information concerning the Tribunal, visit our website at <https://olt.gov.on.ca> or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

DATED at Toronto, this 23rd day of March 2023.

Euken Lui
Acting Registrar

SCHEDULE A

Please provide materials electronically to the assigned Tribunal Case Coordinator Paul De Medeiros at paul.demedeiros@ontario.ca.

On the same day that documents are submitted to the Tribunal, electronic copies are to be submitted to:

Counsel for the Applicants/Appellants:

Alex Ciccone

aciccone@garrodickfield.ca

Counsel for the Municipality:

Peter A. Hertz

phertz@kwlaw.net

Christopher J. Manning

cmanning@kwlaw.net

SCHEDULE B

INSTRUCTIONS FOR ELECTRONIC PRE-FILING SUBMISSIONS

Submission requirements to organize the video hearing

If a person intends to refer to a document at the video hearing (for clarity, any document that is not in the Tribunal's case file), it is expected to be pre-filed electronically with the Tribunal at **least 10 days** before the date of the video hearing and provided to all parties. The deadline applies unless otherwise specified in the Rules.

Submission emails **under 10MB** in size may be emailed directly to the assigned Tribunal Case Coordinator. Emails **larger than 10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service to avoid sending documents across multiple email parts. Where appropriate, documents are to be submitted in .pdf format.

Naming convention

To assist the Tribunal and the adjudicator during the event, it is important that all submissions are **paginated and labelled appropriately** to clearly identify the content of each document. Where a document contains numerous sections, each section is to be indexed to a table of contents.

Additionally, clearly identify and separately tab the relevant sections that will be relied upon for quicker reference. The entirety of the policy documents (e.g. the PPS, Planning Act, Official Plans, Zoning By-laws, etc.) are not required unless deemed necessary to be presented by the parties or as otherwise directed by the Tribunal.

Parties are asked to adhere to the following naming convention: **case number_party role_ document type_date of hearing event**.

For example: PL123456_Applicant_Notice of Motion_Jan 1, 2020

Please see [Rules 7.1 and 7.2](#) for the standard document submission requirements.

SCHEDULE C

EXCERPT FROM ONTARIO LAND TRIBUNAL'S RULES OF PRACTICE AND PROCEDURE, ON DOCUMENTS, EXHIBITS, FILING, SERVICE, ROLES OF PARTIES, ADJOURNMENTS AND ELECTRONIC HEARINGS. THE FULL DOCUMENT IS AVAILABLE ON THE TRIBUNAL'S WEBSITE.

RULE 7

DOCUMENTS, EXHIBITS, FILING, SERVICE

7.1 Form of Documents Unless otherwise directed by the Tribunal, every document filed or introduced by a party or participant in a proceeding before the Tribunal shall be legible and prepared on letter size paper (8 ½" x 11"), except for large documents such as plans, surveys or maps, and, where bound together with other documents, shall have each page numbered consecutively, throughout the entire text or within tabs, including any graphic content. Wherever possible, an electronic copy of the document must also be filed with the Tribunal, identically numbered as the paper document.

7.2 Other Exhibits Large graphic or other such types of visual evidence should not be glued to foam or other boards. They shall be on paper and be removed from the boards following the hearing event, and folded to 8 ½" x 11". Three-dimensional models must be photographed and the photographs must be introduced with the model. Visual evidence must be reviewed by the other parties before the hearing event or by an earlier date if set out in a procedural order.

7.3 Copies of Documents for Parties and the Municipal Clerk A party who intends to introduce a document as evidence at a hearing event shall provide a copy of the document to all the parties at the beginning of the proceeding or by an earlier date if that is required by the terms of a procedural order or otherwise directed by the Tribunal. If the document is an official plan, those parts of the plan to be referred to at the hearing event should be distributed to the parties, and a copy of the entire plan must be made available to the Tribunal Member(s). If the Tribunal orders that the Municipal Clerk keep copies of documents for public inspection, they do not need to be certified copies, unless a party objects that they are not authentic copies.

7.4 Prefiling of Witness Statements and Reports If the hearing is expected to last more than 5 days, the Tribunal may require that parties calling expert or professional witnesses serve on the other parties any expert witness statements and reports prepared for the hearing, at least 30 days in advance of the commencement of the hearing, unless otherwise directed by the Tribunal. The Tribunal may in its discretion, or at the request of a party, also make this prefiling order for hearings expected to last fewer than 5 days. The expert witness statement must contain:

- a. an executed acknowledgment of expert's duty form (attached to these Rules) and the expert's qualifications;

- b. the issues the expert will address, their opinions on these issues, the reasons that support their opinions and their conclusions; and
- c. a list of the reports or documents, whether prepared by the expert or by someone else, that the expert will refer to at the hearing.

The expert's complete report may be filed instead of this statement if it contains the required information.

An expert may not be permitted to testify if this statement or report is not served on all parties when so directed by the Tribunal.

7.5 Duty of the Expert Witness It is the duty of every expert engaged by or on behalf of a party who is to provide opinion evidence at a proceeding under these Rules to acknowledge, either prior to (by signing the acknowledgment form attached to the Rules) or at the proceeding, that they are to:

- a. provide opinion evidence that is fair, objective and non-partisan;
- b. provide opinion evidence that is related only to the matters that are within the expert's area of expertise;
- c. provide such additional assistance as the Tribunal may reasonably require to determine a matter in issue;
- d. not to seek or receive assistance or communication from any third party, except technical support, while giving oral evidence in examination in chief, while under cross-examination, or while in reply; and
- e. acknowledge that these duties prevail over any obligation owed by the expert to the party by whom or on whose behalf he or she is engaged.

7.6 Other Witnesses The Tribunal may also require that a witness who is not presenting expert evidence provide a witness statement. A witness statement should contain:

- a. a short written outline of the person's background experience and interest in the matter;
- b. a list of the issues that they will discuss; and
- c. a list of reports or materials that they will rely on at the hearing.

The Tribunal may decline to allow the witness to testify if this statement is required by the Tribunal and has not been provided to the other parties.

7.7 Participant Statements A person who wishes to participate in a proceeding as a participant, shall file a written participant statement that sets out their position on the appeal and issues of the proceeding, together with an explanation of their reasons in support of their position. A participant may only make submissions to the Tribunal in writing unless otherwise provided for by an Act or regulation.

7.8 Amendment of Documents Documents filed with the Tribunal can only be amended with the consent of the parties or by order of the Tribunal. The Tribunal may

require that the person requesting an amendment do so by way of a motion under Rule 10.

7.9 Copies of Tribunal Documents A person may examine any document, including electronic documents, filed with the Tribunal and copy it after paying the Tribunal's fee, unless a statute, a Court Order, an order of the Tribunal or these Rules provide otherwise.

7.10 Return of Exhibits Exhibits of all types introduced at a hearing will be kept for 180 days after the Tribunal decision issues. The person introducing an exhibit may ask for its return after this time, and it may be given back if the Tribunal agrees. If no such request is made, the exhibit becomes the property of the Tribunal and may be archived.

7.11 Service by Personal Service or Electronic Service Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

- a. the party's representative, if any;
- b. where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
- c. where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
- d. where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
- e. where served on or filed with the Tribunal, to the Registrar, or the assigned administrative staff.

Subject to Rule 7.12, if a document is served by e-mail, then service is effective on the date of service.

7.12 If Served Electronically After 4:30 p.m. Any document served electronically after 4:30 p.m. is deemed to have been served on the next business day.

7.13 Proof of Electronic Service A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.

RULE 8

ROLE AND OBLIGATIONS OF A PARTY

8.1 Role and Obligations of a Party Subject to Rule 8.2 below, a person conferred party status to a proceeding before the Tribunal may participate fully in the proceeding, and by way of example may:

- a. Identify issues raised in a notice of appeal for the approval of the Tribunal;
- b. Bring or respond to any motion in the proceeding;
- c. Receive copies of all documents and supporting information exchanged, relied upon or filed in connection with any hearing event conducted in the proceeding;
- d. Present opening and closing submissions at the hearing;
- e. Present and examine witnesses and cross-examine witnesses not of like interest;
- f. Claim costs or be subject to a costs award when ordered by the Tribunal; and
- g. Request a review of the Tribunal's decision or order as set out in Rule 25.

8.2 Power of Tribunal to Add or Substitute Parties The Tribunal may add or substitute a party to a proceeding when that person satisfies any applicable legislative tests necessary to be a party and their interest may be transferred or transmitted to another party to be added or substituted provided their presence is necessary to enable the Tribunal to adjudicate effectively and completely on the issues in the proceeding.

8.3 Non-Appellant Party A party to a proceeding before the Tribunal which arises under any of subsections 17(24) or (36), 34(19) or 51(39) of the Planning Act who is not an appellant of the municipal decision or enactment may not raise or introduce a new issue in the proceeding. The non-appellant party may only participate in these appeals of municipal decisions by sheltering under an issue raised in an appeal by an appellant party and may participate fully in the proceeding to the extent that the issue remains in dispute. A non-appellant party has no independent status to continue an appeal should that appeal be withdrawn by an appellant party.

8.4 Common Interest Class Where the Tribunal is of the opinion that more than one party is of common interest with another party or other parties, the Tribunal may, on its own initiative or on the request of any party, appoint a person of that class of parties to represent the class in the proceeding.

RULE 17

ADJOURNMENTS

17.1 Hearing Dates Fixed Hearing events will take place on the date set unless the Tribunal agrees to an adjournment. Adjournments will not be allowed that may prevent the Tribunal from completing and disposing of its proceedings within any applicable prescribed time period.

17.2 Requests for Adjournment if All Parties Consent If all of the parties agree, they may make a written request to adjourn a hearing event. The request must include the reasons, a suggested new date, and the written consents of all parties. However, the Tribunal may require that the parties attend in person or convene an electronic hearing to request an adjournment, even if all of the parties consent. The consenting parties are expected to present submissions to the Tribunal on the application of any prescribed time period to dispose of the proceeding.

17.3 Requests for Adjournment without Consent If a party objects to an adjournment request, the party requesting the adjournment must bring a motion at least 15 days before the date set for the hearing event. If the reason for an adjournment arises less than 15 days before the date set for the hearing event, the party must give notice of the request to the Tribunal and to the other parties and serve their motion materials as soon as possible. If the Tribunal refuses to consider a late request, any motion for adjournment must be made in person, at the beginning of the hearing event.

17.4 Emergencies Only The Tribunal will grant last minute adjournments only for unavoidable emergencies, such as illnesses so close to the hearing date that another representative or witness cannot be obtained. The Tribunal must be informed of these emergencies as soon as possible.

17.5 Powers of Tribunal upon Adjournment Request The Tribunal may,

- a. grant the request.
- b. grant the request and fix a new date or, where appropriate, the Tribunal will schedule a case management conference on the status of the matter;
- c. grant a shorter adjournment than requested;
- d. deny the request, even if all parties have consented;
- e. direct that the hearing proceed as scheduled but with a different witness, or evidence on another issue;
- f. grant an indefinite adjournment, if the Tribunal finds no substantial prejudice to the other parties or to the Tribunal's schedule and the Tribunal concludes the request is reasonable for the determination of the issues in dispute. In this case, a party must make a request, or the Tribunal on its own initiative may direct, that the hearing be rescheduled or resumed as the case may be;
- g. convert the scheduled date to a mediation or case management conference; and
- h. make any other appropriate order.

RULE 20

ELECTRONIC HEARINGS

20.1 Hearing Events by Teleconference or Videoconference The Tribunal may hold a hearing event by electronic hearing, such as by teleconference or videoconference, for the determination of any issue in the proceeding. Where the Tribunal directs that a hearing event be held by electronic hearing, the Tribunal may direct a party to make the necessary arrangements and to give notice of those arrangements to the Tribunal and other parties.

20.2 Objection to the Electronic Format A party who objects to a hearing event being held as an electronic hearing shall notify the Tribunal and all other parties of its objection within the time period specified in the notice of the electronic hearing. The objecting party shall set out the reasons why the electronic hearing is likely to cause the objecting party significant prejudice.

20.3 Response to Notice of Objection The Tribunal may request a written response from other parties to the objection of an electronic hearing within a time period set out by the Tribunal.

20.4 Procedure When Objection is Received If the Tribunal receives an objection to hold a hearing event by electronic hearing, it may:

- a. accept the objection, cancel the electronic hearing, and schedule an in person or written hearing; or
- b. if the Tribunal is satisfied, after considering any responding submissions that no significant prejudice will result to a party, then the Tribunal will reject the objection and proceed with the electronic hearing.

20.5 Directions for the Electronic Hearing The Tribunal may direct the arrangements for the electronic hearing or designate an approved location for videoconference to protect the integrity of the hearing process, including the security and confidentiality of evidence as necessary.

20.6 Videoconferences The Tribunal shall pre-approve all arrangements for conducting a hearing event by videoconference, including the pre-filing and exchange of motion materials, documents, written submissions or any visual and written evidence, and the locations for the conference. Any information, statement or material intended to be filed as an exhibit at a videoconference shall be pre-filed with the Tribunal and provided to all parties in accordance with the Tribunal's directions or procedural order for conducting a hearing event by videoconference.

20.7 The View of the Camera A party's representative or a witness in a videoconference shall be in view of the camera, with minimal visual obstructions, in the course of their presentations or submissions to the Tribunal. Where a witness is being examined or cross-examined, there shall be a view of the witness, counsel protecting

the witness, and the person conducting the examination or cross-examination. Any document that may be referred to by parties or their witnesses shall be visible and legible to the Tribunal and all other parties to the conference, either by the camera or by referring to a copy of the document exchanged in accordance with the Tribunal's directions.

June 1, 2021

EXCERPTS FROM TRIBUNAL RULES OF PRACTICE AND PROCEDURE

RULE 6 - NOTICES

6.1 Notices Any notice required by these Rules or a Tribunal order shall be given in writing in the form, manner and with such notice period as directed by the Tribunal.

6.2 Notice of Hearing Event The Tribunal may direct a party to give notice of a hearing event to any person or persons and may direct the method of providing the notice. The party that gave notice shall file an affidavit of service with the Tribunal within 14 days after providing notice to confirm that the Tribunal's direction was properly carried out.

RULE 7 – DOCUMENTS, EXHIBITS, FILING, SERVICE

7.11 Service by Personal Service or Electronic Service Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

- (a) the party's representative, if any;
- (b) where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
- (c) where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
- (d) where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
- (e) where served on or filed with the Tribunal, to the Registrar, or the assigned administrative staff.

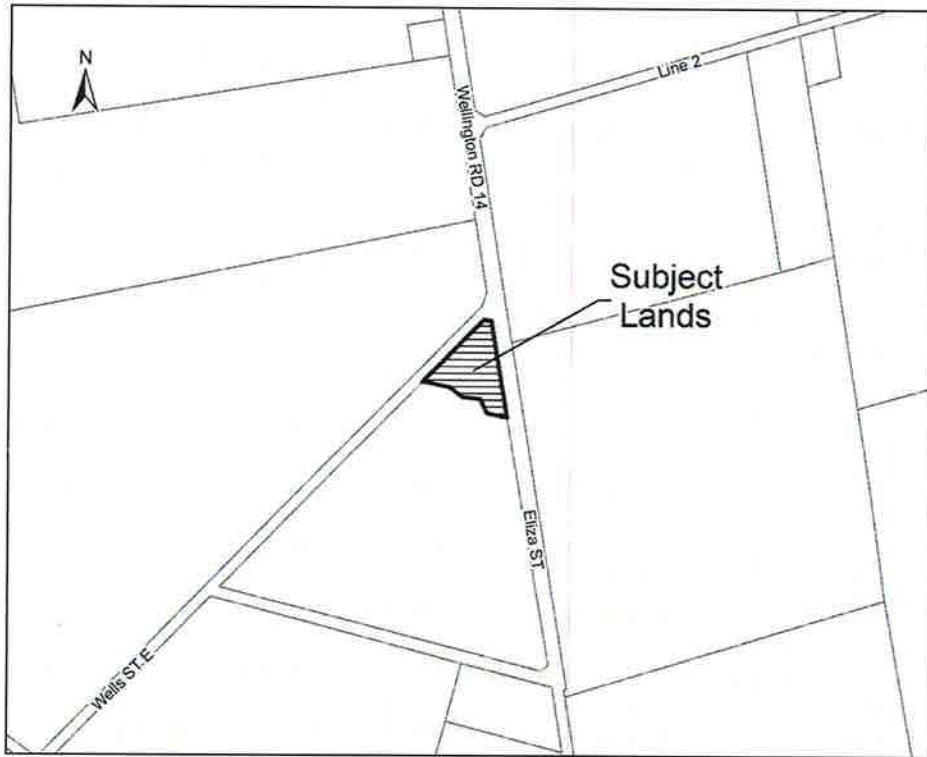
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7.13 Proof of Electronic Service A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.

Attachment 3

PAUL & WENDY LEVINE, PARRY LEVINE & LINDSAY ELLIS





CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

April 12, 2023

Via email: premier@ontario.ca

Premier Doug Ford
Legislative Building
Queen's Park
Toronto ON M7A 1A4

Re: Support for the School Bus Stop Arm Cameras

South Huron Council passed the following resolution at their March 20, 2023
Regular Council Meeting:

**That South Huron Council support the resolution of the Council of the
Municipality of North Perth to urge the Provincial Government to:**

- a) Require all school buses to have stop arm cameras installed and paid for
by the Province for the start of the 2023-2024 school year; and**
- b) Underwrite the costs for the implementation and on-going annual costs
for Administrative Monetary Penalties in small and rural municipalities; and**

**That this resolution be circulated to Premier Doug Ford, Attorney General
Doug Downey, Minister of Education Stephen Lecce, Provincial opposition
parties, Mathew Rae and Lisa Thompson MPPs, AMO and all municipalities
in Ontario.**

Please find attached the originating correspondence for your reference.

Respectfully,

Alex Wolfe, Deputy Clerk
Municipality of South Huron
awolfe@southhuron.ca
519-235-0310 ext 224

Encl.

cc: Attorney General Doug Downey
Minister of Education Stephen Lece
Provincial opposition parties
Mathew Rae MPP
Lisa Thompson MPP
Amo
All Municipalities in Ontario



MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

March 14, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Via Email: premier@ontario.ca

Dear Premier Ford:

RE: School Bus Stop Arm Cameras

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

Moved by Councillor Rothwell Seconded by Councillor Blazek

WHEREAS almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

AND WHEREAS the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

AND WHEREAS the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

AND WHEREAS police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

AND WHEREAS the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me at lcine@northperth.ca.

Sincerely,



Lindsay Cline,
Clerk/Legislative Services Supervisor
Municipality of North Perth

cc.

Hon. Doug Downey, Attorney General
Hon. Stephen Lecce, Minister of Education
Provincial Opposition Parties
MPP Matthew Rea
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



PORT COLBORNE

Development and Legislative Services

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca

"

T 905.835.2900 ext 106 F 905.834.5746

E charlotte.madden@portcolborne.ca

April 11, 2023

Municipality of Trent Lakes
760 Peterborough County Road 36
Trent Lakes, ON K0M 1A0

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing

minister.mah@ontario.ca

The Honourable Doug Ford, Premier of Ontario

premier@ontario.ca

The Honourable Dave Smith, MPP Peterborough-Kawartha

dave.smithco@pc.ola.org

The Honourable Michelle Ferreri, MP Peterborough-Kawartha

michell.ferreri@parl.gc.ca

Curve Lake First Nation

audreyp@curvelake.ca

The Association of Municipalities Ontario

amo@amo.on.ca

Re: Municipality of Trent Lakes – Oath of Office

Please be advised that, at its meeting of March 14, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence received from the Municipality of Trent Lakes regarding Oath of Office, be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

Charlotte Madden
Acting City Clerk

Cc: All Ontario Municipalities

February 28, 2023

Via email only

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
minister.mah@ontario.ca
The Honourable Doug Ford, Premier of Ontario
doug.fordco@pc.ola.org
The Honourable Dave Smith, MPP Peterborough-Kawartha
dave.smithco@pc.ola.org
The Honourable Michelle Ferreri, MP Peterborough-Kawartha
michelle.ferreri@parl.gc.ca
Curve Lake First Nation
audreyp@curvelake.ca
The Association of Municipalities Ontario
amo@amo.on.ca

Re: Oath of Office

Please be advised that during their Regular Council meeting held February 21, 2023, Council passed the following resolution:

Resolution No. **R2023-119**

Moved by Councillor Franzen
Seconded by Deputy Mayor
Armstrong

Whereas most municipalities in Ontario have a native land acknowledgement in their opening ceremony; and

Whereas a clear reference to the rights of Indigenous people is the aim of advancing Truth and Reconciliation; and

Whereas Call to Action 94 of the Truth and Reconciliation Commission of Canada called upon the Government of Canada to replace the wording of the Oath of Citizenship to include the recognition of the laws of Canada including Treaties with Indigenous Peoples; and

Whereas on June 21, 2021 an Act to amend The Citizenship Act received royal assent to include clear reference to the rights of Indigenous peoples aimed at advancing the Truth and Reconciliation Commission's Calls to Action within the broader reconciliation framework; and

Whereas the Truth and Reconciliation Commission of Canada outlines specific calls to action for municipal governments in Canada to act on, including education and collaboration;

Therefore be it resolved that Council request to the Minister of Municipal Affairs and Housing that the following changes be made to the municipal oath of office: I will be faithful and bear true allegiance to His Majesty King Charles III and that I will faithfully observe the laws of Canada including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Metis peoples; and further

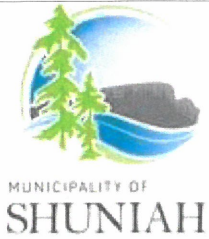
That this resolution be forwarded to the Association of Municipalities of Ontario (AMO), all Ontario municipalities, MPP Dave Smith, MP Michelle Ferreri, Premier Doug Ford and Curve Lake First Nation.

Carried.

Sincerely,

Mayor and Council of the Municipality of Trent Lakes

Cc: All Ontario municipalities



COUNCIL RESOLUTION

Resolution No.: 138-23

Date: Apr 11, 2023

Moved By: _____

Seconded By: _____

THAT Council receive and support the resolution from the Town of Essex regarding Municipalities Retaining Surplus Proceeds from Tax Sales;

AND THAT Council direct the Clerk to forward a copy of this resolution to Honourable Peter Bethlenfalvy, Minister of Finance, Lise Vaugeois, MPP, Kevin Holland, MPP, Association of Municipalities of Ontario (AMO) and all other Ontario Municipalities.

☒ Carried

☐ Defeated

☐ Amended

☐ Deferred

Wendy Landry
Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8

RESOLUTION NO. 2023 - 123

APRIL 12 2023

Moved by: B. Bishop

Seconded by: John Hetherington

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan endorses and supports item 4.2 Town of Essex 'The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales';

AND FURTHER THAT this resolution be circulated to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other Municipalities in Ontario.

Carried ✓ Defeated _____ Deferred _____

Sam Dunnett

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			



*Knowing our heritage
we will build our future*



REPORT TO COUNCIL

TO: Mayor Gardhouse and Members of Council

FROM: Peter C. Avgoustis, CAO

REPORT DATE: April 16, 2023

MEETING DATE: April 25, 2023

SUBJECT: Employee Work from Home Policy

RECOMMENDATION

Be it Resolved that Council:

Adopt the Hybrid Work from Home Policy with the following procedures:

1. The Township office would be closed on Fridays to the public; however, service would continue to be provided remotely/virtually.
2. For the second work from home day, administrative staff are to be separated into two camps. Team 1 will have the ability to work remotely on Tuesdays, and Team 2, will have the ability to work remotely on Wednesdays, alternating every month and,
3. When School Busses for Orangeville/East Garafraxa area schools are canceled, this will automatically trigger all staff to work from home for that day.

PURPOSE

This report is part of the CAO's agenda to modernize the Corporation of the Township and focuses on addressing post-Covid workforce trends within the municipal sector and formalizes current practices in an equitable and consistent manner for all employees.

BACKGROUND

During the pandemic the Provincial government on the advice of public health had ordered significant restrictions in everyday society. This included moving municipal Council meetings and office work to remote and virtual formats with the goal of helping to slow down infection spreading from close person to person contact. After the public health restrictions were lifted, municipalities including the Township continued with some work being performed in remote/virtual format. Below is a current summary of functions the Townships continue in a remote/virtual mode.

- Council meetings,
- All staff-to-staff work involving County, Conservation Authorities, Ministry, and other government agencies,
- All interactions with the Township Engineers, Planners and Solicitor consultants,
- Approximately 90% of all planning department functions and,
- All building department functions are handled via the online portal.

This has significantly reduced in-person interactions and the requirement to report to the worksite for every business day. Similar to what it was during the pandemic, none of the services offered at the Township office are deemed essential, and none affect front line public safety as they are administrative in nature.

Walk in counter traffic at the Township Administrative Office has been tracked since November 2022 and the trends have not shown any return to pre-Covid levels. Overwhelmingly, residents' first choice of service is to request a digital format, and often complain when the Township cannot provide this. Since Friday, November 4, 2022, data has been collected for walk-in traffic and is broken down as follows:

Total Fridays with no (zero) walk-ins:	5 days OR 23.8% of all Fridays
Total Fridays with at least 1 walk-in:	9 days OR 42.8% of all Fridays
Total Fridays with at least 2 walk-ins:	2 days OR 9.5% of all Fridays
Total Fridays with at least 3 walk-ins:	2 days OR 9.5% of all Fridays
Total Fridays with at least 4 walk-ins:	1 day OR 4.7% of all Fridays
Total Fridays with at least 5 walk-ins:	1 day OR 4.7% of all Fridays
<u>Total Fridays with at least 6 walk-ins:</u>	<u>1 day OR 4.7% of all Fridays</u>
Total	21 days OR 100% of all Fridays

The total number of walk-ins over the 21 Friday collection period was 34, however 76.7% or 16 of the Fridays, had either no-one or only one-person walk in for service.

Current Work Practices

The Township has been allowing office employees to work from home in an ad hoc manner, however, was applied inconsistently.

During winter 2023 when there was inclement weather, employees who commute were allowed to switch to remote for that day, while those living nearer were to report to the worksite. When school children were home sick or schools closed, staff that are primary care givers for elementary school aged children were allowed to switch to remote for that day, while others without caregiver responsibility were not. When employees were feeling sick, some were allowed to work from home while others were required to take sick leave.

Although this under the radar approach tried to satisfy most requests, this model was not formalized and hard to administer. The lack of consistency in how the rules applied and which position was eligible, and what criteria was used to make decisions, has not been an effective way to manage. Additionally, the tracking and administration of employee sick leave is difficult to monitor as it skews proper statistical reporting and costing.

ANALYSIS

Some Ontario rural municipalities have implemented a four-day work week, while others have created full-time remote work for some positions. The municipal sector demographics have also played a significant driver in the post-Covid workforce flexibility, including the ability to accommodate workers who are caregivers to either young children or elders, job attraction and retention, and the public sectors' commitment to reducing carbon emissions by eliminating unnecessary trips for both workers and residents to municipal offices.

Staff weighed and considered all options but decided to make a made in East Garafraxa solution. Staff expressed that they enjoy reporting to the worksite for camaraderie, mentorship, and team building, however, wanted to have some flexibility to match the post-Covid workforce changes being experienced throughout the municipal sector. Staff have also requested the need to provide clear directions to ensure equity and consistency is applied to all employees and that it would be communicated to residents.

RECOMMENDATION

To provide a uniform policy for both employees and residents to understand, the following hybrid model was agreed upon that allows up to two days per week of remote work.

1. The Township office would be closed on Fridays to the public; however, service would continue to be provided remotely/virtually. It was felt that residents should still be served on Fridays as opposed to being closed on a four-day work week, and management felt by standardizing this day for all employees, would avoid internal competition and preference for this day.
2. For the second work from home day, administrative staff are to be separated into two camps. Team 1 will have the ability to work remotely on Tuesdays, and Team 2, will have the ability to work remotely on Wednesdays. Every month, the days would switch for each Team allowing flexibility for staff to not be locked into one day.
3. During winter season, as opposed to arbitrary and last-minute deciding roads are unsafe for commuters, it was determined that the trigger for switching to remote work would be the school bus cancellation for Orangeville/East Garafraxa area schools. This provides an early enough notice to all employees and residents that the office would be closed, and services would be provided remotely for that day. This would also eliminate the need to scramble for office coverage, as when school buses get canceled, caregivers also stay home.

The Township residents would continue to receive five full days of service, four which will allow for in-person. Additionally, in the winter, if road conditions are deemed by the school board to be unsafe to have school buses operate, the same liability would also apply to all office employees from being required to drive to the worksite on those days. Residents will continue to be served by remote staff on inclement weather days.

These recommendations for a Hybrid Work from Home Policy are intended to provide balance between continuing to serve residents with the same overall business hours, management with proper controls in administering consistency and equity, and employees with work flexibility and clear expectations.

FINANCIAL IMPACT

There are no financial implications as a result of this report.

CONSULTATION / PRIOR PRACTICE

Office Staff have participated in developing this policy.

Respectfully Submitted,

Peter C. Avgoustis
Township of East Garafraxa

CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

BY-LAW NUMBER XX-2023

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP
OF EAST GARAFRAXA AT ITS MEETING HELD ON
APRIL 25, 2023**

WHEREAS Section 5(1) of the Municipal Act, 2001, as amended provides the powers of a Municipal corporation are to be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act, 2001, as amended provides that municipal powers shall be exercised by by-law;

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA
BY THE MUNICIPAL COUNCIL ENACTS AS FOLLOWS:**

1. All actions of the Council of the Corporation of the Township of East Garafraxa at the Electronic Council Meeting on April 25, 2023, to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Head of Council and Officers of the Corporation of the Township of East Garafraxa are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.

BY-LAW READ A FIRST AND SECOND TIME THIS 25th DAY OF APRIL 2023

BY-LAW READ A THIRD TIME AND PASSED THIS 25th DAY OF APRIL 2023

Clerk

Head of Council